General Services Committee  
May 21, 2019

Legislative Committee Members present: Legislator King, Legislator Osborne, Legislator LaChausse, and Legislator Moroughan. Other Legislators present: Legislative Chairman Dolhof, Legislator Kulzer and Legislator Chartrand.

Others present: County Manager Ryan Piche, Probation Director Mary Jo Burkhard, Building & Grounds Supervisor Matt O’Connor, Planning Director Frank Pace, Recreation, Forestry & Parks Director Jackie Mahoney, Fire & Emergency Management Director Robert Mackenzie III, Highway Superintendent Warren Shaw, Economic Development Director Eric Virkler, Human Resources Director Chris Boulio, Sheriff Carpinelli, Undersheriff McIntosh, and media representatives Nick Altmire & Julie Abbass.

The meeting was called order at 2:00 p.m. by Legislator King.

Presentation by Buildings & Grounds Supervisor Matt O’Connor

Matt explained that there is a steeply sloped side hill at the new JCC Education Center that he believes is too steep to be able to mow safely with the new mower. The three options to consider are concrete block retaining wall, rip rap stone, and wildflower hydro seeding. He showed pictures of what a concrete block retaining wall would look like. This option would be a cost of about $15,000. Some committee members were concerned that there would need to be a railing at the top to avoid anyone falling.

He showed pictures of different rip rap stone areas and estimated the cost to be between $5,000 and $7,000. This would require the area to be re-graded and have fabric laid down and then stone dumped from 16 inches down to 6 inches. Matt also suggested that there could be some shrubbery added in to add color versus just having complete stone. The only upkeep with this option would be spraying for weeds every few years.

He showed pictures of what wildflowers could potentially look like using the hydro seeding method at an estimated cost of $1,000. This would require the slope to be re-graded and then sprayed with wildflower seeds. There was concern from the committee that eventually weeds might take over and also due to the steepness of the slope that the wildflowers might not root very well.

Legislator King questioned why this slope wasn’t graded correctly right in the beginning, why there is a spot in the blacktop that already needs to be repaired, and why the light poles are positioned incorrectly. Frank Pace responded that the light poles are positioned correctly but the issue is that the driveway is wider than what was specked. The grading wasn’t completed yet due to weather constraints. Matt chimed in that even if it is graded according to the specs it will still be too steep to mow using the current tractor and implements.

Frank Pace reported that the parking lot will be coated next week after that spot is fixed and the final landscaping will be completed over the next few weeks. Ryan Piche explained that there is $80,000 left in the account to complete the work at the JCC Education Center and the paving will be roughly $75,000 and there will be an additional $12,000 to finish the landscaping, which will come out of the Buildings and Grounds budget. Committee, after a brief discussion, came to the consensus that the rip rap stone option would be the best for this situation/location.
Matt briefly explained that the painting contract for the courthouse included brick sealing which now makes more sense to include with the re-pointing contract. The total painting contract was $7,500 and removing the brick sealing would reduce the cost by $5,000. Matt explained that the contractor is the one who approached him about it and they are both in agreement that it would make more sense to remove that piece of the contract and add it to the re-pointing contract. The committee agreed with this recommendation.

**Presentation by Probation Director Mary Jo Burkhard**

Probation is “the action of suspending the sentence of a convicted offender and giving them freedom during good behavior under the supervision of a probation officer”, and alternative to incarceration. Probation Officer is “an officer, appointed to investigate, report on and supervise the conduct of convicted offenders on probation.” Mary Jo discussed the history of probation starting back to 1841, with NYS Legislation passing its first probation law in 1901. The first Annual Report for the Lewis County Probation office was dated in 1953 and ironically people are facing some of the same issues today as they did 66 year ago.

May Jo and her staff consist of one Director, four Officers and one support staff, each of these individuals is an integral part of the department and they continually go above and beyond. Their duties encompass many things as their goal is to do what is needed to get a client to reach success and can require them to be in the field at all hours. It can take months or years before this happens but in the end it is that clients own desire to change that results in success.

Senior Probation Officer Sarah Bush conducts pre-trial release interviews which are then shared with the DA and arraigning Judge. This information can help to determine if the client is eligible for pre-trial release, which is an “early intervention.” Once the client appears in court and enters a guilty plea there is a pre-sentence investigation similar to a psycho social/biography done. The Department is currently working on 36 of these investigations and completed 159 last year.

Probation Officers Matt Morrow handles a caseload of DWI offenders, as well as monitoring all DWI Conditional Discharges who are ordered to have an ignition interlock installed in their vehicle and supervises all Drug Court participants. Probation Officer Morrow and Marcus Spaulding handle the majority of male offenders with drug or alcohol related convictions.

Probation Officer Lisa Peebles supervises the juvenile caseload, other clients with mental illness and chemical addiction convictions, and an adult caseload. Raise The Age Legislation that was passed last year now treats 16 year olds as juveniles instead of adults which could create more work but up to this point hasn’t. Probation Director Mary Jo handles a caseload of sex offenders. The total current caseload is 220.

Over the past 39 years, since Mary Jo began, things have continued to become increasingly complicated with the increase in violent behavior, mental illness, and drug & alcohol addiction. The Probation Officers now wear bullet proof vests in the field, carry pepper spray, narcan, and handcuffs, and utilize radios that tie in directly to local Law Enforcement. Probation Officer Morrow displayed two bottles of vodka, one empty, which he picked up this morning at a client’s residence who has a DWI conviction. He also displayed an item that is used to pass drug tests using synthetic urine. Probation Officer Spaulding displayed a real sword that he found at a client’s residence that was most likely used to trade for drugs.
In closing Mary Jo summed up the Probations philosophy by quoting “Probation seeks to inspire self-respect, without which no one can succeed.” Unfortunately, their success depends greatly on the clients own desire to develop lawful, drug free, responsible behavior. The Probation Department relies heavily on county funds to operate but feels it is money well spent. Sheriff Carpinelli commended Mary Jo and her staff as they are an invaluable asset and their help with the fight against narcotics is greatly appreciated! Several other Legislators and staff agreed.

**Presentation by Fire & Emergency Management Director Robert Mackenzie III (attached)**

Bob Mackenzie began by stating what several acronyms were: DHSES is Department of Homeland Security Emergency Services; SHSP is State Homeland Security Program; CEPA is Comprehensive Emergency Preparedness Assessment; EOC is Emergency Operation Center; HMEP is Hazardous Materials Emergency Program; and EMPG is Emergency Management Performance Grant.

The SHSP grant is $54,984 and must be used to support findings from the CEPA which is done bi-annually by DHSES. It is a requirement that at least 25% of this grant must go to Law Enforcement. In the past this grant has helped fund a mobile commence communication center, a porta count mask fit piece of equipment, and an upgraded EOC. In 2019 the grant will be used for Live Scan maintenance contract, computers, keyboards and other I.T. equipment, and a new License Plate Reader which is all part of the Law Enforcement portion and totals $33,051. The remainder will be used for upgrades to Mass Casualty Trailer equipment, portable radio equipment, mobile radio equipment which is all part of the Emergency Management and Emergency Services portion and totals $21,933.

In the 2018 CEPA report the county was strong in several key areas due to recent upgrades on equipment and policies/plans. The lowest two scoring areas where EOC Management and Continuity of Operations/Continuity of Government which can be directly related to the fact that there are only two employees in this department and if something would happen to one of them it would be incredibly difficult to continue operations.

The HMEP Targeted Grant Program is a grant valued at $52,000 and is shared with Jefferson County, with Lewis County only receiving 25% or $13,000 due to a 100% volunteer Hazmat Decontamination Team as a good portion of this grant can only be used for overtime and back filling expenses. Our portion of the grant will be used for purchasing Spill Response Berm’s which will be utilized for spill containment. Bob’s hope is that there will be several placed in Towns or Villages throughout the county making it much more efficient to get a unit at the scene of a spill.

The EMPG is $15,000 which is used solely to fund a portion of Bob’s salary. In order to apply for this grant there are many requirements including several ICS Classes, a 50% salary match from the county, a Tier 1 County Legislative Chair or County Executive to complete a day training session in Albany, a Tier 2 Emergency Manager to complete a 3 day training session in Albany, a Tier 3 Local Officials (Town and Village Leaders) to complete a local training session given by Bob, and 3 drills or 3 real life events annually which in the past have been the Lewis County Fair, Snirt Run, and Moe.down.

All grants require certain deliverable or requirement in order to qualify. Bob briefly went through several of them. He concluded by explaining that he is currently working on Accreditation for the Emergency Management Office which he started back in October of 2018 and believes will eventually be a requirement across the state.
The following dockets were read and approved:

1. Resolution to award the bid and authorize an Agreement with one of the vendors who submitted proposals for the Central Water Study project. There was discussion on which vendor to award the bid to. Legislator Osborne made a motion to award the bid to CPL, but there was no second. Legislator LaChausse made a motion to award the bid to Miller, seconded by Legislator Moroughan. Legislator Osborne was opposed. Motion carried.

2. Resolution increasing District Attorney salary pursuant to New York State Budget Mandate and Judiciary Law for 2019 in the amount of $200,355. There was a brief discussion on this and Ryan clarified for Legislator King that the state only reimburses the county $70,000 a year for the DA position. Each time the salary has increased there is no increase included in the reimbursement. Legislator LaChausse questioned how the Legislation for the Assistant DA was coming and Ryan responded that he felt optimistic it would pass before the end of the year, Legislator LaChausse was not so optimistic and therefore opposed.

3. Resolution to transfer Capital Equipment funds into the Sheriff’s Department account for the purchase of an F-150 Crew Cab and an F-350 Crew Cab and accessories in the amount of $115,613.65. Legislator King asked why there was a need for such a large powered pickup. The Sheriff responded that it will be used to haul the Mobile Command and Communication Center as well as the boat trailers and snowmobile trailers for the Parks and Recreation Program. Bob Mackenzie affirmed that his current truck used to pull the Mobile Command and Communication center is very underpowered. The question was brought up as to why the crew cab was needed and the Undersheriff responded that it would be used to transport the staff that will operate the Mobile Command and Communication center he also confirmed that State Bid pricing was used. Legislator LaChausse pointed out that it looks good to use local dealers but it is difficult for local dealers to carry costs forward waiting for payment. Ryan explained that they budget for 2 new patrol cars each year at a total cost of $90,000 and the Sheriff has applied and been approved for a $30,000 grant which will help cover the cost of these trucks.

4. Resolution to appropriate funds in the Sheriff’s Department for funds through Sheriff Federal Money (T0 000874) in the amount of $5,796.12.

5. Resolution to transfer funds in the E911 Accounts to more accurately track payroll in the amount of $50,000.


8. Resolution authorizing agreement with Stantec Consulting Services, Inc. for conceptual fueling system design for Highway Department in the amount of $14,975. Legislator King pointed out that Ryan should make sure that Stantec gets the design layout from BC & A that includes the pole building to make sure that there is enough room for the fuel system in their design.

9. Resolution to Appropriate Funds in STOP DWI accounts for rollover NYS STOP-DWI 2017-2018 “Crackdown” grant funds; and NYS STOP-DWI Grant Special Traffic Options funds in the amounts of $4,200.91 and $6,465.52.
10. Appropriate Capital Data Processing funds to Sheriff Dept accounts for desktop computers, monitors and scanners to support paperless scanning of evidence and case files to the Computer Aided Dispatch System (Spillman) - $4,340.00
11. Appropriate additional surcharge funds into E-911 account for the network switch- $20,000.00
12. Appropriate NRA Foundation donations into Sheriff Dept account - $2,580
13. Approve Lewis County Homeland Security Grant Administration Standard Operating Guidelines Policy
14. Authorize Jackie Mahoney to submit CFA grant applications for 1) Trail equipment (loader tractor and implements) and some trail work in the Town of Montague. The limit is $250,000 AND 2) For Engineering and design of the Miller Riverside Park Project
15. Authorize Jackie to submit Adirondack Park Community Smart Growth Grant application for multi-use trails in the Lewis County Reforestation area near the Beals, Abbey and Fowlerville Roads. The grant can include labor and is limited to $11,000- $100,000.
16. Appropriate insurance recovery reimbursement into Emergency Management accounts for damaged vehicle repairs-$619.80

Motions:
1. Motion to authorize Jackie Mahoney to advertise for bids for a new website.
2. Motion to authorize refilling the Solid Waste Administrator position, due to the impending retirement of Pete Wood effective 6/30/19. **Legislator King voiced his recommendation that the current position should be reduced to an assistant like it was several years ago and that this individual would be under the Highway Superintendent. Legislative Chairman Dolhof felt that the Solid Waste Enterprise fund was operating in the black and doesn’t want to see it understaffed. He also pointed out that Pete’s job is more administrative. Ryan commented that he, Pete and Chris Boulio had met and discussed this possibility and all three of them felt that keeping the Administrator position would be the best option. Legislator King was adamant that he wants to see the Solid Waste operation run more efficiently and effectively! In the past when there was just an assistant the Highway Department wasn’t involved in the day to day operations and relied heavily on the assistant to report information. Legislator Kulzer commented that the current Administrator Pete Wood has a direct relationship with DANC and he feels that there needs to be someone there to handle public relations and to continue to facilitate those connections. Pete wood responded to questions about changes by stating that they have added more items to the list of acceptable items and have added more equipment. Legislator Osborne made a motion to refill the Solid Waste Administrator position effective 6/30/2019, seconded by Legislator Moroughan. Legislator King was opposed. Motion carried.**

Legislator King made the committee aware that the Sheriff had approached him about his county owned cell phone. Due to the fact that it is Verizon it doesn’t work up in Osceola where the Sheriff resides and therefore the Sheriff doesn’t use it and uses his personal cell phone instead which is through AT&T. The Sheriff suggested that the county reimburse him his monthly cost of his personal cell phone. There was discussion about only paying him the current monthly rate that the county pays on his Verizon phone as his AT&T phone is also used for personal calls/texts. Ryan pointed out that due to privacy laws it may not be a good idea for the Sheriff to use his personal phone for business use, serval others agreed. Legislator Chartrand felt that it was setting a
precedent for other future Department Heads to ask for reimbursement on their personal phones if they didn’t get good reception and he further suggested looking into just getting him a phone through AT&T. The Committee all agreed the best option was to have the Sheriff turn in his current Verizon phone so it can be taken off the plan and wiped clean, then if the Sheriff is agreeable look into purchasing a cell phone through AT&T and paying that monthly cost in order to keep it as a business phone.

Legislator Moroughan made a motion to accept the General Services Committee minutes from April 23, 2019 as recorded, seconded by Legislator Osborne. Motion carried. Meeting was then adjourned at 3:50 p.m.

Respectfully submitted,
Cassandra Moser, Deputy Clerk to the Board of Legislators
Encl.
DHSES/SHSP?EMPG?

Grants 101

And other confusing letters
DHSES/SHSP

DHSES- Department of Homeland Security
State Homeland Security Program (SHSP)
Lewis County Value $54,984
Must be used to support findings in CEPA
(Comprehensive Emergency Preparedness Assessment) done bi-annually in Lewis County by DHSES.
25% minimum must go to Law Enforcement
SHSP Funded equipment
FY-2012 SHSP
FY-2017 EOC Improvements
Other Counties
2019 SHSP Funding Expenditures

- Live Scan Maintenance contract $3051.00
- Computers Keyboards Equipment $10,000.00
- LPR (License Plate Reader) $20,000.00
- Law Enforcement $33,051.00
- MCI (Mass Casualty Trailer) Equip. $10,000.00
- Portable Radio Equip. $5933.00
- Mobile Radio Equip. $6000.00
- Emergency Management $21,933.00
- Grand Total $54,984.00
HMEP-Hazardous Materials Targeted Grant Program

- Support regional Collaborative Hazmat Teams Shared with Jefferson County
- Total Grant Value $52,000
- Lewis Share-$13,000
- 25% as Lewis is 100% Volunteer Hazmat Decontamination Team Only.
2019 HMEP Expenditures

- Spill Response Spill Berm’s – Utilized for spill containment of fuel and chemicals for roadside accidents.

Catch basins with bladders for spill containment
EMPG- Emergency Management Performance Grant

- $15,000 Annually Used to fund …

This Guy…
EMPG Deliverables

- ICS Classes 100, 200, 300, 700, 800 IS-035, IS230, IS235, IS240, IS241, IS242, IS244, IS775 and IS-0907 all required for grant allocation. Both Jen and I have all these ICS Classes
- Salary match by county 50%

- Tier 1 County Legislative Chair or County Executive
- Tier 2 Emergency Manager
- Tier 3 Local Official

3 Drills annually or 3 “real life” events, example: LC Fair, SNIRT, MOE.
Deliverables for ALL grants

- Active LEPC, I am the Chair
- Active ILO (Intelligence Liaison Officer), That’s me too…
- FIO (Field Intelligence Officer) Law
- CP (Citizen Preparedness Coordinator) Law
- CARTS Team (County Animal Response Team) Yup that’s Me…
- ISO (Information Security Officer) I.T. Director
- Have current CEMP (Comprehensive Emergency Management Plan) review annually update every 3 years
- Hazardous Material Response Plan
- Follow procurement policies 3 bid process depending on cost
- Have a procurement policy equal to or more stringent that the states.
- Quarterly reports on all open grants
- Annual review of All grants, Bi-annual Audit of equipment and expenditures
Tomorrow ...

- Currently working on Accreditation for Emergency Management Office